



Michigan Supreme Court

State Court Administrative Office
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Laura Hutzell
Statistical Research Director

MEMORANDUM

DATE: June 17, 2010

TO: Circuit Court Chief Judges
cc: Circuit Court Administrators
Family Division Administrators
County Clerks
Authorized Users of the Caseload Reporting System for Circuit Courts
Case Management System Providers for Circuit Courts

FROM: Laura Hutzell

RE: Clarification of Caseload Reporting Instructions

The caseload reporting instructions for reporting dispositions of PJ, PP, and PH case types have been rewritten to clarify when to count different types of dispositions. For most courts, these clarified instructions will not result in any changes in caseload reporting.

The following lines in Part 2 were modified:
Section E, lines 26, 27, 29, and 30.
Section H, lines 1, 2, 4, and 5.

In short, all ex parte requests should be counted first in lines 26 or 29 for PJ cases and in lines 1 or 4 for PP or PH cases. All requests not ex parte should be counted first in line 27 or 30 for PJ cases and in lines 2 or 5 for PP or PH cases. I do not anticipate that these clarified instructions will change how most courts are reporting caseload.

If you have any questions, please contact Jim Inloes, Management Analyst, by phone at 517-373-0122 or by e-mail at inloesj@courts.mi.gov.